capps
Centralized Accounting and Payroll/Personnel System

2021 Fiscal Year-End Activities

June 22, 2021

Agenda

1. Fiscal Year-End Processing Schedule

2. Activities Prior to Fiscal Year-End Rollover

3. Activities After Fiscal Year-End Rollover

Fiscal Year-End Processing Schedule

- Normal processing is available until 5:00 p.m. on Aug. 31, 2021.

- All transactions processed on Aug. 31, 2021, are sent to SPRS before the CAPPS team begins the fiscal year-end process.

- The system will be unavailable from 5:00 p.m. on Aug. 31, 2021, through 8:00 a.m. Sept. 3, 2021.

- Normal CAPPS activities will resume at 8:00 a.m. Sept. 3, 2021.

Activities Prior to Fiscal Year-End Rollover

Application Service Provider Solution Center (ASP SC)

The CAPPS Production Support staff will open an ASP ticket with the Short Description of Agency XXX fiscal year-end 2021 for each agency.

This ticket is used to capture all communication and documentation required to complete fiscal year-end processing.

Activities Prior to Fiscal Year-End Rollover

Mass Position Data Changes (Reorg)

If your agency plans to make Mass Position Data Changes effective Sept. 1, 2021 (for example, Mass Reorgs), contact the CAPPS help desk via the ASP SR ticket and CAPPS Production Support staff will provide a template for your agency's use.

If your agency has a large number of changes to position data information for fiscal 2022 (100 changes or more), the CAPPS team will load your fiscal 2022 mass reorg spreadsheet during the outage window that begins **Aug. 31, 2021**.

Activities Prior to Fiscal Year-End Rollover

Commitment Accounting: Budgets in CAPPS

Fiscal 2022 Department Budgets in CAPPS HR/Payroll are established with an effective date of 09/01/21 as part of fiscal year-end processing.

Each agency needs to update its "FYE" ASP ticket indicating either:

- No changes — a copy the "FY21 budget" to "FY22"
- Only a few minor changes — load the "FY22 budget" via spreadsheet

For agencies that have a large number of changes to budget information (100 changes or more), the CAPPS team will load those agencies' fiscal 2022 budget via spreadsheet during the outage window that begins **Aug. 31, 2021**.

Activities Prior to Fiscal Year-End Rollover

Important Dates

Aug. 6, 2021 — Test mass reorg spreadsheets must be attached to the ASP ticket in order for the CAPPS Production Support staff to perform a test and provide results to agencies for validation.

Aug. 20, 2021 — FINAL mass reorg spreadsheets must be attached to the ASP ticket. Test budget load spreadsheets must be attached to the ASP ticket in order for the CAPPS Production Support staff to perform a test and provide results to agencies for validation.

Aug. 31, 2021 — FINAL budget load spreadsheets must be attached to the ASP ticket.

Activities Prior to Fiscal Year-End Rollover

Position Data Changes

Agencies must enter all Position changes effective prior to Sept. 1, 2021, and Job Data actions effective on or before Aug. 31, 2021 (including any terminations effective Sept. 1, 2021. Make any corrections **before 5:00 p.m. on Aug. 31, 2021.**

If any active positions will become inactive beginning Sept. 1, 2021, agencies must inactivate them before **5:00 p.m. on Aug. 31, 2021**.

Important Note: *Any last-minute position changes that could impact the department budget load details must be communicated to the CAPPS team via "FYE" ASP ticket.*

Activities Prior to Fiscal Year-End Rollover

Disciplinary Actions and Temporary Assignments

Review employees on Disciplinary Reduction (027) and Temporary Assignment (041). If the employees will be restored from Disciplinary Reduction or returned from Temporary Assignment with an effective date prior to Sept. 1, 2021, agencies must enter the appropriate action – **before 5:00 p.m. on Aug. 31, 2021**.

The CAPPS team will:

- Return any employees from Disciplinary Reduction by entering a Restore from Disciplinary Reduction (028).
- Return any employees from Temporary Assignment by entering a Return from Temporary Assignment (042).
- Place any employee back on Disciplinary Reduction or Temporary Assignment after the "FY22" row in Job Data is inserted as directed by the agency via the "FYE" ASP ticket.

Activities Prior to Fiscal Year-End Rollover

Agency Responsibilities

Agencies must:

- Make any date-sensitive August entries ahead of the outage.

- Inform managers and employees to ensure all date-sensitive August transactions are processed ahead of the outage.

- Ensure all employees are aware of the outage.

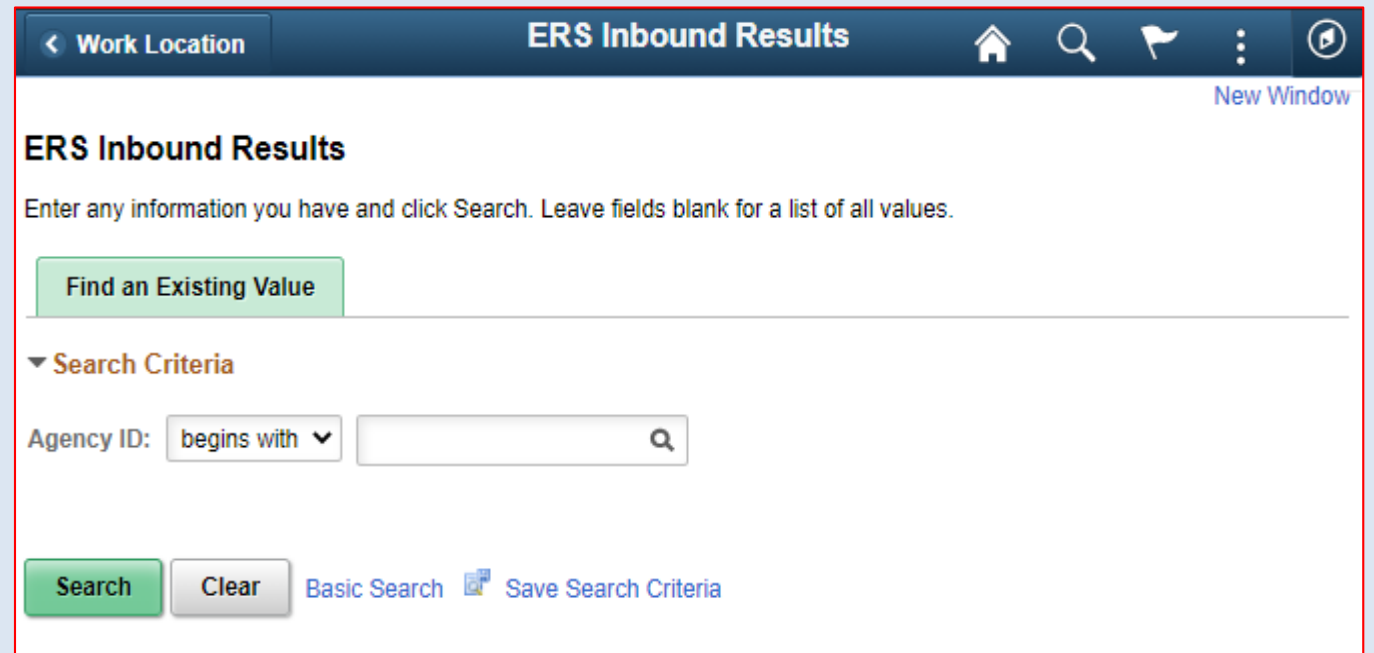# Activities After Fiscal Year-End Rollover

Sept. 1 Job Data Changes

Validate that all employees have been appropriately updated for the new fiscal year, which includes verifying that:

- All active employees have an action reason F22 row.

- Affected employees have been returned to Disciplinary Reduction (action reason 027) or Temporary Assignment (action reason 041).

- Any necessary Sept. 1, 2021, actions to an employee's job data must be sequenced after the FY22 row.

- Terminations effective Sept. 1, 2021, or earlier do not have a 9/1 fiscal year 2022 row.

Activities After Fiscal Year-End Rollover

Benefit Elections

- 100% Open Enrollment file on **Sept. 3, 2021.**

- Agencies should review the **CAPPS ERS Inbound Results** for errors and spot-check employees' benefit elections.

Navigation:
Navigator > CAPPS Interface > Benefits > Inquire > ERS Inbound Results

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Activities After Fiscal Year-End Rollover

Benefits: Annual Base Benefits Rates

- Process any salary actions effective dated Sept. 1, 2021, to ensure the Sept. 1, 2021, Annual Base Benefit Rates (ABBR) or Insurance Salary is correctly calculated by CAPPS.

- Insurance Salary File is created multiple times during the month of September, beginning Sept. 4, 2021.

- ERS creates an error file and the agencies should address any discrepancies. These errors will be provided to the agency within the ASP SR ticket.

- A final file is generated at the end of September.

Activities After Fiscal Year-End Rollover

Payroll

- Complete execution of September payrolls. This includes running the Pre-Distribution Audit Report (PDAR) to validate payroll funding against fiscal year budget load.

- If the PDAR has errors, review the budget load to ensure it is accurate.

- If assistance is needed, call the CAPPS Help Desk.

Note: Any PDAR exceptions must be resolved before confirming the September payroll.

Activities After Fiscal Year-End Rollover

Time & Labor: Annual-to-Sick Leave Conversion

- Notify your employees of the deadline by which they must enter all annual leave entries with dates prior to Sept. 1, 2021.

- Before processing a lump sum payment for an employee whose termination effective date is Sept. 2, 2021 (or later), agencies must evaluate annual leave balances to determine if a manual conversion is necessary. This step is not applicable if the Annual-to-Sick Leave Conversion has already been processed.

- Complete the Annual-to-Sick Leave Conversion process.

Activities After Fiscal Year-End Rollover

Time & Labor: Leave Liability Report

- Agencies that deployed CAPPS before fiscal 2021 can run the Leave Liability report in CAPPS.

- Agencies that deploy in July 2021 will receive their Leave Liability report information (previously retrieved from the USPS Compensable Leave report) from the CAPPS Help Desk Support staff **no later than Friday, Sept. 10, 2021,** via their "FYE" ASP ticket.

- Starting in 2022, agencies that deploy in July 2021 can run the Leave Liability report in CAPPS.

Activities After Fiscal Year-End Rollover

Time & Labor: Sick Leave Pool

- Ensure all Sick Leave Pool Activity is up to date.

- Run the Sick Leave Pool (SLP) FY Process to update balances for the fiscal year.

- The process must be rerun any time retroactive prior FY SLP actions are entered in TL.

Activities After Fiscal Year-End Rollover

Time & Labor: Emergency Leave Reporting

- Emergency leave reporting for fiscal 2021 is due Oct. 1, 2021.

- On Sept. 25, 2021, the leave data is loaded to the Emergency Leave Reporting web application.

- Run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query **before Sept. 25, 2021**, when the emergency leave data upload will occur. This is to ensure that agencies can clean up the data prior to the CAPPS data cut that is uploaded to the web application.

Activities After Fiscal Year-End Rollover

Time & Labor: Emergency Leave Reporting

- Certify in the web application by the Oct. 1, 2021, deadline.

- Ensure that the appropriate people have access to certify the Emergency leave reporting for fiscal 2021. **It may take up to 2-3 days to set up this access, so plan to request it by Sept. 15, 2021.**

- Request access through your agency security coordinator and they will submit the security request.

Note: For **agencies that deploy in July 2021**, emergency leave data recorded in USPS or provided during deployment (for agencies not using USPS leave accounting) was converted to CAPPS and is included in the CAPPS query.

Activities After Fiscal Year-End Rollover

Time & Labor: Military Rollover

- Complete the military rollover process after the federal fiscal year ends on Sept. 30, 2021.

- Ensure all military leave has been entered before running the rollover process in October or November 2021.

CAPPS

Centralized Accounting and Payroll/Personnel System

Thank You!

CAPPS Production Support

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